

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
February 21, 2013
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Simonsen and seconded by Ms Ward to accept the minutes of the January 17, 2013 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Legislative Act H.B. 6170 An Act Requiring Back-Up Power Generation in Housing For The Elderly

Ms Fields was alerted to this proposed legislation by HUD – Hartford. Ms Fields wrote to Senator Williams, Representative Orange and Representative Haddad in opposition to the legislation as currently written.

Solarize Connecticut

Ms Fields received a press release from Clean Energy Finance and Investment Authority which is developing a program that leverages communities to use group purchasing power to deliver discounts on solar equipment and installation and to simplify the process. Mansfield is part of the second phase of the program and it will begin in early March. Ms Fields has signed up with www.solarizect.com to receive more information.

Department of Labor

Ms Fields received an email from DOL regarding third party auditors not being allowed to view the DOL printouts. Auditors need to view this information to audit income calculations for the Section 8 participants. DOL is working with HUD to resolve this issue and hope to have a resolution by the end of February.

CONN-NAHRO – Holinko Estates PILOT Elimination

Ms Fields received an email late yesterday from CONN-NAHRO asking for written testimony to be presented to the Appropriation Committee which was meeting at 6:00 pm that evening. The Governor has eliminated the PILOT for all Moderate Rental properties. Ms Fields provided written testimony stating the resulting cost to the tenants of Holinko Estates if the PILOT is eliminated.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the January bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the December the Financial Reports. Motion approved unanimously.

Ms Fields reported that Mr. Simonsen addressed the Town Council on February 4, 2013 regarding the Section 8 financial situation and possible financial support for the administration of that program in the future. Much of the Section 8 financial situation depends on the decisions made for funding by the Federal Government.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the January Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reviewed the topics of discussion from the last meeting.

General Reports

None

AD HOC COMMITTEE REPORTS

Paperless Office Committee

Ms Fields signed the agreement and is in the process of selecting office equipment to support the new software. The software is scheduled to be installed the first week of July. Ms Fields is working with Computer Tamers in pursuing recommendations for hardware upgrades.

UNFINISHED BUSINESS

Standing Committees/Ad Hoc Committees

Legal Updates

Ms Fields asked that the Chairman request a vote to go into Executive Session in order to provide legal updates which contain privileged information.

Executive Session

The Chairman stated that legal updates should be considered in executive session.

A motion was made by Mr. Eddy and seconded by Ms Hall to invite Ms Fields to the Executive Session and to go into Executive Session at 9:50 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:55 a.m.

NEW BUSINESS

Holinko Estates and Wrights Village Landscaping

Tierney Tully met with Kristin Schwab, Associate Professor of Landscape Architecture in UCONN's Plant Science Department, and she has accepted the project of designing a landscape plan for both properties. She expects to begin the project during the third week of February and it is expected to take

approximately three weeks to complete. A “grant-in-aid” was requested in the amount of Five Hundred Dollars (\$500) to cover the costs of developing and providing the Housing Authority both electronic and hard copies of the final design plans. Near the culmination of the design, the Housing Authority will be invited to the UCONN studios for a presentation of the draft design and a chance to provide feedback. Ms Fields approved the “grant-in-aid” as part of the capital project to update/repair the landscaping at both properties. Ms Fields will be meeting with Ms Tully, Ms Schwab and her class on February 26, 2013 to review both properties.

Personnel Matters

Ms Fields covered all personnel matters in the Executive Session.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to give Ms Fields the authority to make any final decisions regarding employment, suspension, or dismissal of personnel under Section II.E of the Employee Handbook and Policies.

Mansfield Tomorrow

Ms Fields emailed Jennifer Kaufman who is serving as the Project Manager for Mansfield Tomorrow and asked to participate in the Housing Focus Group when it gets established. Ms Fields interviewed with the consultant, Larissa Brown of Goody Clancy on February 19th and reviewed the housing programs and issues. Ms Brown will contact Ms Fields when the Housing Focus Group gets established.

MEETING DATE CHANGE

No Change

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:05 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson